



**Office of the Administrative Director — Fiscal Office, Support Services Division**

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May 24, 2006

**MEMORANDUM**

TO WHOM IT MAY CONCERN

FROM: JANELL KIM, FINANCIAL SERVICES ADMINISTRATOR

SUBJECT: **ADDENDUM NO. 1**  
REQUEST FOR PROPOSALS NO. J06153 TO PROVIDE NETWORK  
CONSULTATION, MAINTENANCE, AND INSTALLATION SERVICES TO  
THE JUDICIARY, STATE OF HAWAII.

Transmitted herewith is one copy of ADDENDUM NO. 1 for your review. Should you have any questions, please contact Naty Butay in the Contracts & Purchasing Office at (808) 538-5805, FAX (808) 538-5802, or email [naty.b.butay@courts.state.hi.us](mailto:naty.b.butay@courts.state.hi.us). Technical questions may be directed to Richard Murakami in the Information Technology & Communications Division at (808) 538-5314, FAX (808) 538-5377, or email [richard.h.murakami@courts.state.hi.us](mailto:richard.h.murakami@courts.state.hi.us).

A handwritten signature in cursive script, appearing to read "Janell Kim".

Janell Kim  
Financial Services Administrator

JK/NB:nb

Transmittal

**THE JUDICIARY, STATE OF HAWAII  
REQUEST FOR PROPOSALS NO. J06153**

**TO PROVIDE NETWORK CONSULTATION, MAINTENANCE, AND INSTALLATION  
SERVICES TO THE JUDICIARY, STATE OF HAWAII.**

**ADDENDUM NO. 1**

**May 24, 2006**

**A. The following questions were submitted and are being answered in accordance with this RFP:**

1. **QUESTION:** Will the awarded contractor be precluded from submitting an offer on other work related to this contract?

**ANSWER:** The decision to preclude the awarded contractor will be determined on a case by case basis and in accordance with Section 3-122-13 of the Hawaii Administrative which states that "a contractor paid for services to develop or prepare specifications or work statements shall be precluded from submitting an offer or receiving a contract for that particular solicitation."

2. **QUESTION:** Paragraph 2.4.1. Can you elaborate on the skill level required of the on-site Consultant? From the Bidder's Conference, it appears that you expect the on-site Consultant to have a high level of expertise in all technical areas referenced in the RFP. While he may have subcontractors to assist and supplement, he should essentially be self sufficient in supporting all areas of The RFP. Is this true? At the Bidder's Conference, it also sounded like a lower level resource who would be calling/coordinating the experts would not be acceptable.

**ANSWER:** Yes, the on-site consultant will have a high level of expertise in all technical areas referenced in the RFP. It would be unacceptable for a technical representative to act in place of a consultant.

**B. The following highlights from the Vendor's Meeting held on May 10, 2006, at 2:00 p.m. in the ITCD conference room, are provided for your information.**

1. **Section 2.1.7** The inside cable plant (horizontal and vertical cables) is the responsibility of the Judiciary. However, if there is a cable problem, the awarded vendor must cross connect copper or fiber patch cords before the Judiciary's contractor for cable installation is called.
2. **Section 2.2.2** For purposes of this contract, a consultant can perform the services of a technical representative but not vice-versa.

3. **Section 2.2.5** Emergency situation is determined by the Officer In Charge and not necessarily a health and safety issue.
4. **Section 2.3.3** Simple MAC work done during normal business hours will be completed at no charge to the Judiciary. Purchase orders will be issued for more complex MAC work during normal business hours, if determined by the Officer in Charge as complex.
5. **Section 3.14** Contractor's staffing - names submitted shall not be removed without prior approval. We want to ensure that Contractor's staff is committed to the Judiciary and are not transferred to other jobs without our prior knowledge.
6. **Section 3.16** Liquidated damages of \$ 100 for each and every calendar day delay in completing the job was emphasized.
7. **Section 3.17** Campaign contributions are prohibited from specified State or County government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body.
8. **Offer Form, Section II**

**One Day Trip Charge to Molokai and Lanai (12 Trips)** This pertains to travel expenses only. Labor hour charges related to these trips have been included in the estimated quantity of network consultant and technical representative hours. Furthermore, the Judiciary will pay for the total cost of 12 trips whether actual trips made are more or less.

**END OF ADDENDUM NO. 1**